



INDIANA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGIN-PEH-A)
2002 SOUTH HOLT ROAD
INDIANAPOLIS, IN 46241
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**On Board Only Announcement (Informal)
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
15-037-I**

OPENING DATE: 13 July 2015

CLOSING DATE: 24 July 2015

RANK/GRADE: SSG/E-6 – SFC/E-7

POSITION TITLE: Assistant IG NCO

MOS/AOC/BANCH: 00F40

DUTY LOCATION: HHD JFHQ-IN, Indianapolis, IN 46241

SELECTING OFFICIAL: COL Garry Bush

VICE: SFC Legear

WHO MAY APPLY:

ENLISTED. SSG/E-6 must be on the current EPS list. For On Board Only Announcements, eligibility is limited to personnel currently in the Indiana Army National Guard who are serving Active Guard/Reserve (AGR) tours. **Members with rank higher than position identified are eligible to apply, but will be required to take a reduction should they be selected.** Position is open to female Soldiers.

DUTIES AND RESPONSIBILITIES:

IGs are required to inquire into, and periodically report on, the discipline, efficiency, economy, morale, training, and readiness of the command. They serve as the eyes, ears, conscience, and voice of the commander. This is primarily done through Assistance, Inspections, Teach and Training, and Investigations. The assignment is a three year tour that entails some TDY, extra duty assignments, and alternate annual training (AT). Not be on assignment instructions. Senior Leader Course (SLC) (formerly ANCOC); undergraduate degree (associate's) is desirable. Have 36 months of service remaining or be eligible to extend or reenlist. Display moral attributes and personal traits that demonstrate adherence to Army Values. Have no record of punishment under Article 15: Uniform Code of Military Justice; conviction by court-martial; general officer letters of reprimand filed in the official military personnel file; or derogatory information contained in IG records as screened by US Army Inspector General Agency (USAIGA). Have no record of civil conviction except for minor offenses. Have an "A" (No assignment limitation) or "B" (May have assignment limitations that are intended to protect against further physical damage/injury) profile serial code and a "1" under "S" factor for physical profile. Have broad experience and an Army background that reflects outstanding performance and demonstrated potential for future service. Present good military bearing and appearance. Possess and maintain a **SECRET** security clearance. Remain in a deployable status for all required areas. Receive a passing score on the Army Physical Fitness Test within the last 6 months. Additional Requirements below.

HOW TO APPLY:

All applicants must submit a complete application packet to be considered for an AGR position. Applicants must forward the forms listed below to arrive in the Human Resource Office no later than 1600 est. hours on the Closing Date indicated above. E-mail applications to: ng.in.inarnng.mbx.j1hr-agr-army@mail.mil subject line must read (AGR application Informal last name). **Combine all documents into 1 or 2 attached files. Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted.** If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application Informal Smith, 1 of 2). For questions, please email: ng.in.inarnng.mbx.j1hr-agr-army@mail.mil. **HRO will not review the application for completion or accuracy before the closing date.** The applicant is responsible to ensure the application is complete and all required documents are correct and included. If the application is incomplete, HRO will notify the applicant, and the applicant will have 24 hours to furnish the missing documentation. After that period has lapsed and documentation has not been completed, a letter will be sent to the individual indicating the reason for disqualification.

REQUIRED DOCUMENTS:

Encl: **NGIN Form 112 INARNG Requirements for On Board AGR Applications**

Example forms are located in a Zip file within the Job Announcement

1. An official DA photograph that is no more than 3 years old (as of 20150724). If the nominee was promoted less than 6 months before the nomination for IG duty, DA photograph at the nominee's previous grade is acceptable. If promoted more than 6 months prior to the nomination, a photograph at the new grade is required.
2. Copies of NCO evaluation reports for the last **10 years**. If a soldier is missing rated time, a memorandum for record (MFR) must address the reasons for non-rated time.